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TO : Director of Logistics

26 May 1955

FROM : Acting Chief, Printing & Reproduction Division

SUBJECT: Weekly Activity Report

1. General

a. Plant Operations

There has been a continued increase in the workload of the Printing Branch during the reporting period. Overtime will again be necessary in the Linotype and Letterpress Sections to alleviate this situation.

b. PPW Work - (continued item)

The million copy, two sided job mentioned in last week's report is progressing satisfactorily. The back-up for this job was received on Monday, and, after engravings have been made, will be scheduled for printing on Thursday.

Copy has been received on another two sided job similar to the one mentioned above. Colored bible stock will be used and engravings made in producing this leaflet.

The [REDACTED] type has been received and samples will be set and submitted to [REDACTED] DD/P, for approval.

c. Other Rush Work - (continued item)

ONE has submitted four NIE's to be set, printed and published. Datelines and priorities have been established for these publications by ONE. Overtime will be necessary to produce this material and meet their deadlines.

A rather large job has been received from [REDACTED] of DD/P to be set by linotype and printed by 3 June 1955. The completed job will consist of one hundred copies each of seven different pamphlets.

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Director of Logistics

- 2 -

26 May 1955

2. Projects and Studies in Process

a. Dissemination of Agency Reports (new item)

Representatives of this Division met with representatives of OCD on 24 May 1955 to further discuss the feasibility of the Printing and Reproduction Division assuming the responsibility for disseminating additional Agency publications now being distributed by OCD. Agreement was reached whereby we agreed to try this arrangement for 90 days with the assistance of one employee from OCD. [REDACTED] is to discuss this proposal with [REDACTED] Acting Assistant Director of OCD, and will advise of his decision in the matter.

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3. Other Items of Interest

a. New Personnel - (continued item)

One photographic trainee reported for duty during the reporting period. Two employees will be leaving Plant No. II in "K" Building in the near future. One is resigning effective 3 June 1955, and the other is replacing an employee at [REDACTED] who has been assigned to an overseas post.

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b. Requisitions Reviewed - (continued item)

Four requisitions have been reviewed and approved during the past week. They were:

"Secretary" Model Thermo-fax for OCI
"Secretary" Model Thermo-fax for Management
Staff [REDACTED]
Ditto Machine for Office of Personnel
Verifax Machine for [REDACTED]
Office.

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